

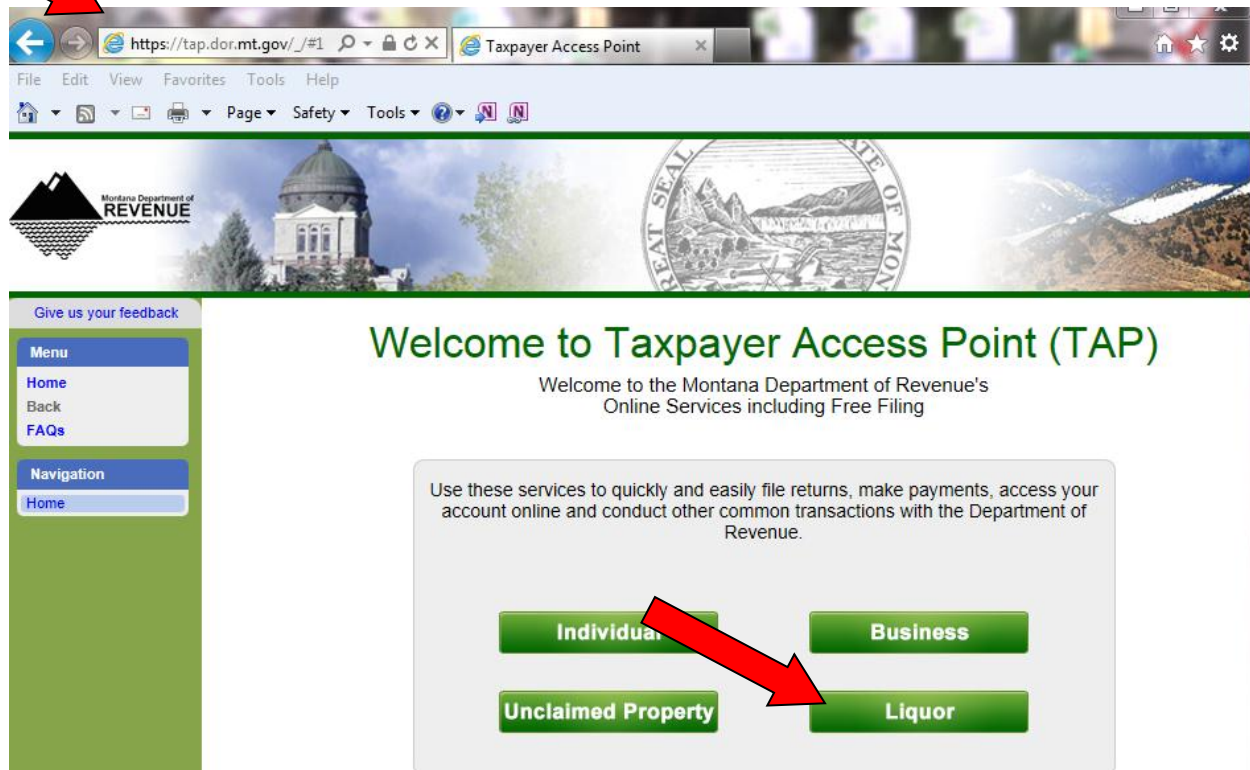
E-CHECK PAYMENT IN TAP

THERE IS NO FEE

Go to the TAP website at https://tap.dor.mt.gov/_/#1

(you can add this site to your favorites)

Click "Liquor"



Click "Login"

[Give us your feedback](#)

Menu
[Home](#)
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Navigation
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Liquor Services

The Liquor Control Division is committed to providing quality electronic services to customers with liquor vendor accounts, agency store owners, liquor licensees and registrants. To log in to your account or sign up for account access, please click on one of the links below TAP Services. Other Services are available for all users. If you experience any problems, please contact us toll free at (866)-859-2254 or 444-6900 (in Helena)

TAP Services

Login REQUIRED

Login

Sign up Now!

Login Services Include:

- *Make and view payments*
- *Request name and address changes*
- *File & Pay Liquor License Renewals*
- *File requests for license changes, alterations, non-use status*
- *File catering reports & wholesale agreements*
- *File, view & amend beer, wine & hard cider tax returns*
- *View & print orders, backorders, invoices and coupons (Agency Liq. Stores only)*
- *Online ordering (Agency Liquor Stores only)*
- *Access product reports*

Other Services

Vendor Calculator

Vendor Calculator - Up

License Search

Server Training Submit

Server Training Search

Click "Account I.D."

Click on Pay by E-Check – There is No Fee



Pay by Card

There is no charge for ACH debit payments.
There is a processing fee included in credit card transactions.

Fill in all required information and Click [“Submit”](#), [“Log Off”](#)

You can schedule your payment up to 365 days in advance. The payment date entered will be recorded as the date paid. Any payments entered after 3:45 p.m. MST may not clear your bank for two business days. International bank accounts are not supported at this time. The first time you enter your information, you can save as your default bank account information.

The screenshot shows the TAP payment system interface. On the left is a navigation menu with links: Home, Back, Help, Log Off, RunDate: 05-Aug-2013, Toggle Log, My Accounts, Account: -006-BET, Payment Period, Payment Type, Payment Memo, Payments, Submit, and Cancel. The main form area contains the following fields and labels:

- Beer: -006-BET
- Payment Date: 05-Aug-2013
- PAY TO THE ORDER OF: Department of Revenue
- MEMO: Submit payment for 31-Jul-2013
- Account Type: (dropdown menu)
- Routing Number: (text field)
- Account Number: (text field)
- Account Number Confirm: (text field)
- Foreign Bank: (checkbox)
- Save as default for Beer: -006-BET

Four red arrows point to the following elements:

- The "Submit" button in the navigation menu.
- The "Payment Date" field.
- The "Routing Number" field.
- The "Save as default for Beer" link.

How do I find my bank routing and account number?

The screenshot shows a check form with the following fields and labels:

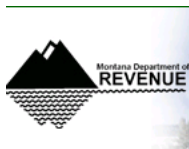


- Your Name: 123 Your Street, Your Hometown, State 12345
- 12-03
- 1026
- Date
- Pay to the Order of
- \$
- DOLLARS
- YOUR CHECK
- Memo
- 123456789
- 1234567890101
- 1026
- 12-3/ 456 XX 789

Three labels with arrows point to the following fields:

- ABA/Routing Number: 123456789
- Account Number: 1234567890101
- Check Number: 1026

Can I save my bank information for future use? Yes. You can save your banking information.

After logging into TAP, Click [“View My Profile”](#).


[Give us your feedback](#)

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RunDate: 05-Aug-2013
[Toggle Log](#)

[Navigation](#)
[My Accounts](#)
Account: -006-BET
[Payment Period](#)
[Payment Type](#)
[Payment Method](#)
[Payments](#)
[View My Profile](#)
[Add Access to Another Account](#)

NAMES AND ADDRESSES

Montana Tax Number _____
Balance _____
Legal Name _____
DBA Name _____
Location Address _____
Mailing Address _____

[ACCOUNTS¹](#)
[REQUESTS⁰](#)
[WEB MESSAGING¹](#)
[LETTERS](#)

[MY ACCOUNTS¹](#)

[MY ACCOUNTS](#)
[Hide History](#)
[Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance
-006-BET	Beer		Monthly		

Under "My Accounts", Click "Advanced Payment Options"

[Give us your feedback](#)

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RunDate: 05-Aug-2013
[Toggle Log](#)

[Navigation](#)
[My Accounts](#)
[My Profile](#)
[Update Mailing Options](#)

PROFILE

Web Name: _____
Phone 1: _____
Phone 2: _____
Email: _____
Question: _____

I WANT TO

[Update Profile](#)
[Cancel My Online Access](#)
[Change Password](#)

[MY ACCOUNTS](#)
[MANAGE LOGINS](#)

[ACCOUNT PAYMENT SOURCES](#)
[ADVANCED PAYMENT OPTIONS](#)

[MANAGE DEFAULT PAYMENT INFORMATION FOR EACH OF YOUR ACCOUNTS](#)
[Filter](#)

Name	Account Type	Id	Payment Source
Beer		-006-BET	Setup

Click "Add New"

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar includes a 'Menu' section with links like Home, Back, FAQs, Log Off, and a 'RunDate: 21-Feb-2013' indicator. Below this is a 'Navigation' section with links for 'My Accounts', 'My Profile', and 'Update Mailing Options'. The main content area has a green header bar with 'PROFILE' and 'I WANT TO' tabs. Under 'PROFILE', there are fields for Web Name, Phone 1, Phone 2, Email, and Question. Below this is a section titled 'MY ACCOUNTS' with sub-tabs for 'MANAGE LOGINS', 'ACCOUNT PAYMENT SOURCES', and 'ADD PAYMENT OPTIONS'. A red arrow points from the 'ADD PAYMENT OPTIONS' tab to a table below. The table has a header 'MANAGE PAYMENT INFORMATION FOR ANY OF YOUR ACCOUNTS' and a 'Filter' button. The table contains one row with a 'Name' column and an 'Add New' button at the end of the row.

Enter banking information and Click "Save"

The screenshot shows a web interface for adding a payment source. The left sidebar is similar to the previous one, but the 'Payment Source' link in the 'Navigation' section is highlighted. The main content area has a green header bar with the 'PAYMENT SOURCE' tab selected. Below this, there are fields for 'Bank Account Type' (a dropdown menu) and 'Source Name' (a text box containing 'My Bank Account'). Below these is a large box containing the following information: 'PAY TO THE ORDER OF' followed by 'Department of Revenue' on a line, and 'FOR:' followed by three text boxes labeled 'Routing Number', 'Account Number', and 'Confirm Account Number'. A red arrow points from the 'Save' button in the sidebar to the 'Save' button in the main content area. Another red arrow points from the 'FOR:' label to the 'Routing Number' text box.

Can I change or delete bank information I have saved?

Yes. You can change or delete bank account information by completing the steps below:

After logging into TAP, Click [“View My Profile”](#).

Give us your feedback

Menu

- Home
- Back
- Help
- Log Off
- RunDate: 05-Aug-2013
- Toggle Log

Navigation

- My Accounts
- Account: -006-BET
- Payment Period
- Payment Type
- Payment Method
- Payments
- View My Profile**
- Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number _____ Legal Name _____

Balance _____ DBA Name _____

Location Address _____

Mailing Address _____

ACCOUNTS¹ REQUESTS⁰ WEB MESSAGING¹ LETTERS

MY ACCOUNTS¹

MY ACCOUNTS

Account ID	Account Type	Name	Frequency	Address	Balance
006-BET	Beer		Monthly		11,414.33

Hide History Filter

Under “Accounts”, Click [“Advanced Payment Options”](#)

Give us your feedback

Menu

- Home
- Back
- Help
- Log Off
- RunDate: 05-Aug-2013
- Toggle Log

Navigation

- My Accounts
- My Profile
- Update Mailing Options**

PROFILE

Web Name: _____

Phone 1: _____

Phone 2: _____

Email: _____

Question: _____

I WANT TO

- Update Profile
- Cancel My Online Access
- Change Password

ACCOUNTS¹ MANAGE LOGINS

ACCOUNT PAYMENT SOURCES ADVANCED PAYMENT OPTIONS

MANAGE DEFAULT PAYMENT INFORMATION FOR EACH OF YOUR ACCOUNTS

Name	Account Type	Id	Payment Source
Beer		-006-BET	Setup

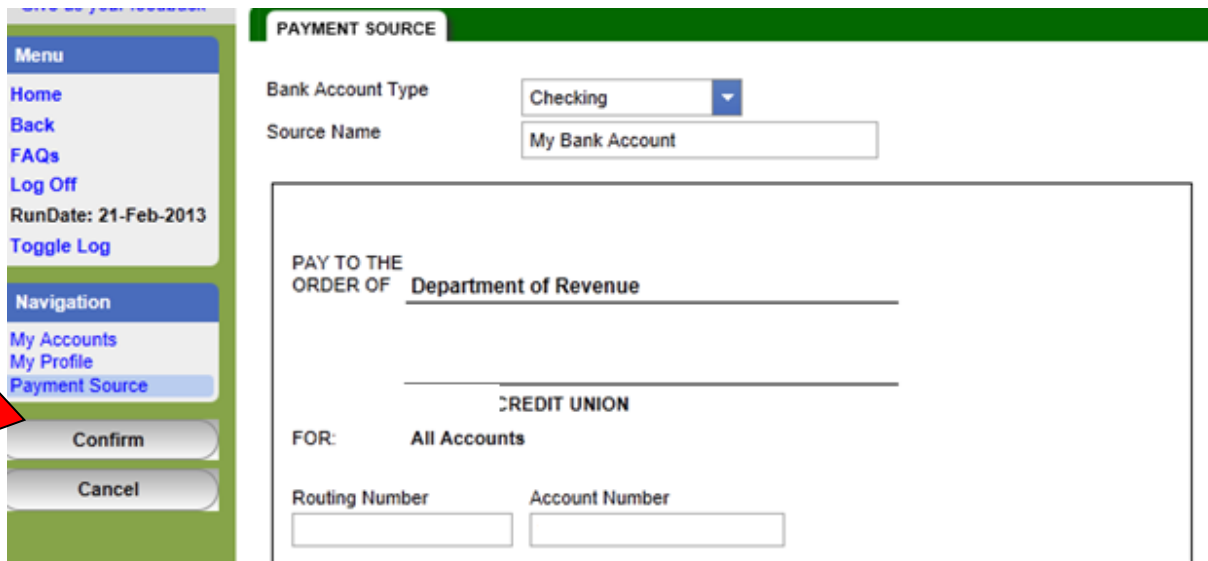
Click "Bank Name".

The screenshot shows a user profile page. On the left is a navigation menu with links: Home, Back, FAQs, Log Off, RunDate: 21-Feb-2013, Toggle Log, My Accounts, My Profile, and Update Mailing Options. The main content area has a 'PROFILE' section with fields for Web Name, Phone 1, Phone 2, Email, and Question. To the right is an 'I WANT TO' section with links: Update Profile, Cancel My Online Access, and Change Password. Below these are tabs for 'MY ACCOUNTS' and 'MANAGE LOGINS'. Under 'MY ACCOUNTS' are sub-tabs: 'ACCOUNT PAYMENT SOURCES' (selected) and 'ADVANCED PAYMENT OPTIONS'. Below the sub-tabs is a heading 'MANAGE PAYMENT INFORMATION FOR ANY OF YOUR ACCOUNTS' and a table with a 'Name' column. A red arrow points to the 'Bank Name' link in the table. A 'Filter' button is on the right. The table shows one entry with the number '090'.

Click "Delete" on left side of screen.

The screenshot shows the 'PAYMENT SOURCE' management page. On the left is a navigation menu with links: Home, Back, FAQs, Log Off, RunDate: 21-Feb-2013, Toggle Log, My Accounts, My Profile, Payment Source, Change, and Delete. A red arrow points to the 'Delete' link. The main content area has a 'PAYMENT SOURCE' section with a 'Bank Account Type' dropdown set to 'Checking' and a 'Source Name' text box containing 'My Bank Account'. Below this is a large box containing the following text: 'PAY TO THE ORDER OF Department of Revenue', 'CREDIT UNION', 'FOR: All Accounts', 'Routing Number', and 'Account Number'. There are input fields for the routing and account numbers.

Click “Confirm” on left side of screen. “Log Off”.



The screenshot shows a web application interface for managing payment sources. On the left is a navigation menu with links: Menu, Home, Back, FAQs, Log Off, RunDate: 21-Feb-2013, Toggle Log, Navigation, My Accounts, My Profile, and Payment Source. Below the menu are two buttons: Confirm and Cancel. A red arrow points to the Confirm button. The main content area is titled 'PAYMENT SOURCE' and contains the following fields: Bank Account Type (a dropdown menu showing 'Checking'), Source Name (a text box containing 'My Bank Account'), PAY TO THE ORDER OF (a text box containing 'Department of Revenue'), CREDIT UNION (a text box), FOR: (a text box containing 'All Accounts'), Routing Number (a text box), and Account Number (a text box).